

# Guide to the Budget – Volumes II and III

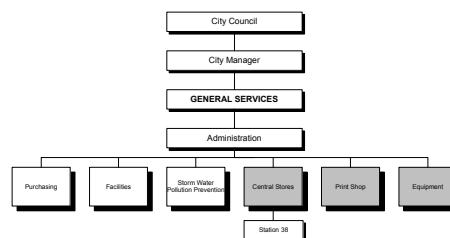
Volumes II and III contain budget information for City departments and programs. Departments and programs that are fully non-general or grant funded are printed on blue pages. The following sections are included in the commentaries:

- Organization Chart
- Mission Statement
- Department Description
- Budget Dollars at Work
- Service Efforts and Accomplishments
- Future Outlook
- Division/Major Program Descriptions
- Department Summary
- Department Staffing
- Department Expenditures
- Expenditures by Category
- Significant Budget Adjustments
- Key Performance Measures
- Salary Schedule
- Five-Year Expenditure Forecast
- Revenue and Expense Statement

The Financial Management Information System, which is used to develop the City of San Diego budget, rounds numbers to two decimal places. Consequently, an insignificant difference (plus or minus one dollar) may appear in total dollar amounts throughout these sections.

## Organization Chart

The relationship of the department, divisions, programs, major activities, and funds within the City's structure are displayed in the Organization Chart. Shaded boxes signify Non-General Funded or Grant-Funded areas.



## Mission Statement

The Mission Statement describes the charter of the department.

## Department Description

The Department Description section may include a brief history, an expansion on the Mission Statement, and any restructuring if applicable.

## Budget Dollars at Work

The Budget Dollars at Work section includes statistics representing items supported by the budget allocation. Unless otherwise noted, the statistics reflect projected Fiscal Year 2003 estimates.

\$6,998,388 Saved by aggressively reviewing workers' compensation medical bills  
\$2,069,688 Recovered from third parties for damage to City property  
920 New employees enrolled in the City's benefits programs

## Service Efforts and Accomplishments

The Service Efforts and Accomplishments section includes milestones met, services provided, accomplishments, awards and special recognitions.

## Future Outlook

The Future Outlook section describes goals for the department or program. This section may include how the department or program is planning to support the Mayor's 10 Goals and City Council priorities.

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## Division/Major Program Descriptions

The Division/Major Program Descriptions section may include brief histories and how department goals are supported. Grants are not included.

## Department Summary

The Department Summary table summarizes positions and expenses. Grant funds are not included.

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED	FY 2003-2004 CHANGE
Positions	922.08	974.72	1,058.72	84.00
Personnel Expense	\$ 56,645,283	\$ 66,076,197	\$ 71,630,398	\$ 5,554,201
Non-Personnel Expense	\$ 340,013,991	\$ 343,517,661	\$ 375,236,142	\$ 31,718,481
TOTAL	\$ 396,659,274	\$ 409,593,858	\$ 446,866,540	\$ 37,272,682

## Department Staffing and Expenditures

The Department Staffing and Expenditures section displays positions and expenditures by fund.

Department Staffing	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Administration - Metro	129.00	121.89	129.59
CIP/Metro New Construction	45.00	24.00	24.00
Enviro Mon and Tech Services - Metro	106.00	106.00	106.00
Operations and Maintenance - Metro	313.50	319.00	310.00
<b>Total</b>	<b>593.50</b>	<b>570.89</b>	<b>569.59</b>

Department Expenditures	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
Administration - Metro	\$ 84,247,972	\$ 106,694,218	\$ 99,321,793
CIP/Metro Construction	\$ 24,443,928	\$ 6,681,105	\$ 11,026,594
CIP/Metro New Construction	\$ 62,726,307	\$ 49,779,175	\$ 56,226,098
Enviro Mon and Tech Services - Metro	\$ 11,379,124	\$ 12,410,730	\$ 13,452,115
Operations and Maintenance - Metro	\$ 68,388,741	\$ 75,512,515	\$ 69,205,008
<b>Total</b>	<b>\$ 251,186,071</b>	<b>\$ 251,077,743</b>	<b>\$ 249,231,608</b>

## Significant Budget Adjustments

The Significant Budget Adjustments section lists key program and staffing changes by fund. Position classifications are provided and impacts of adjustments are described. There may be a difference between dollar amounts in transfers due to rounding calculations and required retirement contributions.

	Positions	Cost
<b>Salary and Benefit Adjustments</b>	0.00	\$ 206,187
Adjustments to reflect the annualization of the Fiscal Year 2003 negotiated salary compensation schedule, Fiscal Year 2004 negotiated salaries and benefits, changes to average salaries, and other salary and benefit compensation.		
<b>Transfer of Staffing and Support for COMNET to IOS</b>	2.80	\$ 2,439,894
Transfer 1: Transfer of staffing and support, including 0.70 Clerical Assistant II position, 0.70 Senior Electrical Engineer position, and 1.20 Information Systems Analyst IV positions for the Wastewater Operations Management Network (COMNET) from the Operations and Maintenance Division to Information and Organizational Support (IOS), Administration Group. This is a net zero change within the Department. (See Transfer 2)		
<b>45 Day Operating Reserve</b>	0.00	\$ 1,371,031
Addition of support for the Department's contingency needs.		

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## Expenditures by Category

The new Expenditures by Category table represents how a department budget is distributed within major expenditure categories for each fund.

GENERAL FUND	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>PERSONNEL</b>			
Salaries & Wages	\$ 1,728,430.01	\$ 1,420,629.00	\$ <b>1,530,222.00</b>
Fringe Benefits	\$ 492,230.44	\$ 424,918.00	\$ <b>488,586.00</b>
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 2,220,660.45</b>	<b>\$ 1,845,547.00</b>	<b>\$ 2,018,808.00</b>
<b>NON-PERSONNEL</b>			
Supplies & Services	\$ 300,505.47	\$ 129,791.00	\$ <b>195,336.00</b>
Information Technology	\$ 92,636.48	\$ 263,565.00	\$ <b>241,011.00</b>
Energy/Utilities	\$ 35,038.80	\$ 45,056.00	\$ <b>55,992.00</b>
Equipment Outlay	\$ 984.15	\$ -	\$ -
<b>SUBTOTAL NONPERSONNEL</b>	<b>\$ 429,164.90</b>	<b>\$ 438,412.00</b>	<b>\$ 492,339.00</b>
<b>TOTAL</b>	<b>\$ 2,649,825.35</b>	<b>\$ 2,283,959.00</b>	<b>\$ 2,511,147.00</b>

## Key Performance Measures

The Key Performance Measures tool is used to demonstrate the effectiveness of services provided given changes in resources. Departments are able to evaluate effectiveness in providing services, effects of customer services, customer satisfaction with services, and internal measures to assure that milestones are being met. Some performance measures are modified as the program evolves and the community knowledge base of the City increases. In addition, departments may modify their measures as they make better assessments of which services can best be measured, are significant and provide information that their constituencies are interested in obtaining, and are used in benchmarking best practices with other cities and agencies.

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>TREATMENT AND DISPOSAL</b>			
Unit cost for combined Point Loma Wastewater Treatment Plant activities per million gallons of sewage treated	\$200	\$179	<b>\$182</b>
Unit cost for combined Metropolitan Biosolids Center activities per dry ton of biosolids processed and beneficially reused	\$325	\$297	<b>\$293</b>
<b>COLLECTION AND TRANSMISSION</b>			
Miles of sewer mains replaced/rehabilitated/spot repaired	14.25	28.00	<b>41.00</b>
Number of sanitary sewer spills per 100 miles of pipe	10.50	10.30	<b>9.10</b>
<b>OCEAN ENVIRO MONITORING &amp; PROTECTION</b>			
Number of ocean samples taken and analyzed	16,172	16,240	<b>16,240</b>
Number of sanitary sewer spills to reach public water	42.00	21.00	<b>18.00</b>
<b>SAFETY OF OPERATIONS</b>			
Departmental Incidence Rate	8.16	7.75	<b>7.36</b>

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## Salary Schedule

The Salary Schedule displays the number of budgeted positions. Salary amounts by job classification are also provided, as well as supplemental personnel expenses, such as registration pay for engineers, temporary help, and special assignment pay.

Class	Position Title	FY 2003	FY 2004	Salary	Total
		Positions	Positions		
1153	Assistant Engineer-Civil	6.00	6.00	\$ 58,490	\$ 350,940
1221	Associate Engineer-Civil	9.00	9.00	\$ 68,522	\$ 616,698
1223	Associate Engineer-Electrical	0.50	0.50	\$ 69,534	\$ 34,767
1227	Associate Planner	1.00	1.00	\$ 54,615	\$ 54,615
1727	Principal Engineering Aide	1.00	1.00	\$ 50,922	\$ 50,922
1750	Project Assistant	1.00	1.00	\$ 59,259	\$ 59,259
1751	Project Officer I	1.00	1.00	\$ 68,053	\$ 68,053
1752	Project Officer II	0.50	0.50	\$ 79,534	\$ 39,767
1855	Senior Civil Engineer	2.50	2.50	\$ 79,799	\$ 199,498
1875	Structural Engineering Senior	1.00	1.00	\$ 76,151	\$ 76,151
1910	Student Engineer	0.50	0.50	\$ 24,932	\$ 12,466
	Reg Pay For Engineers	0.00	0.00	\$ 16,255	\$ 16,255
	Overtime Budgeted	0.00	0.00	\$ 68,445	\$ 68,445
<b>Total</b>		<b>24.00</b>	<b>24.00</b>		<b>\$ 1,647,836</b>

## Five-Year Expenditure Forecast

The Five Year Expenditure Forecast displays projected positions, personnel expenses, and non-personnel expenses with descriptions of the major requirements projected. Unless otherwise stated, a three percent inflation rate has been included. A detailed description for each fiscal year is also provided.

	FY 2004 PROPOSED	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST	FY 2008 FORECAST
Positions	1,019.72	1,023.72	1,024.72	1,024.72	1,024.72
Personnel Expense	\$ 68,343,249	\$ 70,670,282	\$ 72,861,532	\$ 75,097,378	\$ 77,350,299
Non-Personnel Expense	\$ 241,197,209	\$ 247,576,707	\$ 255,784,363	\$ 263,688,512	\$ 270,263,821
TOTAL EXPENDITURES	\$ 309,540,458	\$ 318,246,989	\$ 328,645,895	\$ 338,785,890	\$ 347,614,120

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## Revenue and Expense Statement

The Revenue and Expense Statement is a financial document that presents revenue, expense, reserve and fund balance information. Revenue and Expense Statements are not provided for departments or programs within the General Fund.

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 PROPOSED
<b>BEGINNING BALANCE AND RESERVE</b>			
Balance from Prior Year	\$ 1,594,676	\$ 1,070,792	\$ 1,070,792
Reserve - Redistribution of Fees and Charges		-	-
Prior Year Adjustment	70,119		
<b>TOTAL BALANCE AND RESERVE</b>	<b>\$ 1,664,795</b>	<b>\$ 1,070,792</b>	<b>\$ 1,070,792</b>
<b>REVENUE</b>			
Bindery Operations	\$ 505,856	\$ 437,784	\$ 486,251
Balboa Quick Print	1,044,785	574,549	425,984
City Administration Building (CAB) Quick Print	502,899	274,644	251,325
Blueprinting Operations	155,410	84,431	77,456
Photocopy Program	1,454,130	1,271,895	1,021,458
Lithography Operations	103,893	164,489	159,357
Printing Operations	1,320,814	1,032,565	1,006,562
Layout and Composition	144,242	101,000	99,654
Graphics and Photography	547,975	325,000	301,258
Miscellaneous Revenue	1,560	25,000	24,000
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 5,781,564</b>	<b>\$ 4,291,357</b>	<b>\$ 3,853,305</b>
<b>TOTAL BALANCE AND REVENUE</b>	<b>\$ 7,446,359</b>	<b>\$ 5,362,149</b>	<b>\$ 4,924,097</b>
<b>EXPENSE</b>			
<b>OPERATING EXPENSE</b>			
Personnel Expense	\$ 1,855,092	\$ 2,480,545	\$ 2,480,545
Non-Personnel Expense	4,485,055	1,861,417	1,861,417
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 6,340,147</b>	<b>\$ 4,341,962</b>	<b>\$ 4,341,962</b>
<b>RESERVE</b>			
Redistribution of Fees and Charges			
<b>BALANCE</b>	<b>\$ 1,106,211</b>	<b>\$ 1,020,187</b>	<b>\$ 582,135</b>
<b>TOTAL EXPENSE, RESERVE AND BALANCE</b>	<b>\$ 7,446,358</b>	<b>\$ 5,362,149</b>	<b>\$ 4,924,097</b>